

DISTRICT 5830 ROTARY FOUNDATION COMMITTEE MANUAL

2016-17 CLUB QUALIFICATION CHECKLIST



Rotary International District 5830 requires that any club in the district that wishes to participate in Rotary Foundation grant activities of District 5830 or the Rotary Foundation be qualified. This checklist of the steps necessary to complete the qualification process for the 2016-17 Rotary year can be used to ensure timely completion of the process.

<u>Step</u>	<u>Explanation</u>
<input type="checkbox"/> 1. Your Rotary club must have made contributions to the Annual Fund during the 2013-14 Rotary year.	If your club did not make Annual Fund contributions three years ago your club cannot qualify. You may proceed with the qualification process to gain a deeper understanding of the process but you will not be qualified for 2016-17.
<input type="checkbox"/> 2. Your 2016-17 Club President and Foundation Chair must attend a District 5830 presented “Club Qualification Training” seminar.	Each will be required to sign a record of attendance including time in and out. To get credit the participant must be in attendance for the entire session. After both officers have completed training a Club Qualification Training Certificate of Attendance will be sent to the club.
<input type="checkbox"/> 3. Your 2015-16 Club President and your 2016-17 Club President and Foundation Chair must sign the Club Memorandum of Understanding (MOU). <i>See related deadlines below!</i>	<p>The signed club MOU including the documentation required in the next step must be mailed or emailed to the 2016-17 District 5830 Rotary Foundation Committee at</p> <p style="text-align: right;">Carroll Greenwaldt Chair, District 5830 Rotary Foundation Committee 345 Betty Jo Drive Longview, TX 75605</p> <p style="text-align: right;">wgrnwaldt@eastman.com</p> <p style="text-align: right;">903-235-6448</p>
<input type="checkbox"/> 4. The signed MOU must be accompanied by documentation supporting the assertions in the MOU.	<p>The documentation must include:</p> <ul style="list-style-type: none">• Amended club bylaws or a policies and procedures manual addressing the various additional duties of club officers in respect to the Rotary Foundations new grant system.• Copy of the club’s document retention plan.• Copy of IRS Form 990, 990EZ or 990-N for tax year ending June 30, 2015.
<input type="checkbox"/> 5. Applications for 2016-17 Global Scholarship Grants	The deadline for presentation of the 2016-17 Global Scholar Grant application to the Global Scholarship

Grants Subcommittee (GSGS) is April 1, 2016. The scholar applicant and the sponsoring club can begin preparation of the application at any time. *However, it may not be sent to the GSGS until the club's MOU and documentation have been received by the DRFC.*

- ☐ **6. Applications for 2016-17 Club Project Grants**

The deadline for presentation of 2016-17 Club Project Grant (CPG) applications to the District Block Grants Subcommittee (DBGS) is May 1, 2016. The club can begin preparation of the application at any time. *However, it may not be sent to the DBGS until the club's MOU and documentation have been received by the DRFC.*

Other Information

The documents to the right will be useful in completing these steps. They are downloadable from the district web site.

www.rotary5830.org

Select the "Forms and Information" tab just under the home page banner. Then select "For Future Vision Preparation".

If you have questions contact:

Carroll Greenwaldt

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Club Memorandum of Understanding

Club MOU - Documentation Guide

Club MOU - Suggested Bylaws Amendments

Suggested RI Club Bylaws

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